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Guide to Using

# Facts and Figures Quick!



Office of Financial and Budget Services, AMZ-1

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Office of Financial and Budget Services, AMZ-1  
Mike Monroney Aeronautical Center  
Oklahoma City, OK 73125

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# Chapter 1 - Introduction

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## 1.1. Purpose

Facts and Figures Quick! (FAFQ!) was developed by the Office of Financial and Budget Services, AMZ-1, Mike Monroney Aeronautical Center, Oklahoma City, OK 73125. This program was developed and designed to provide program managers/analysts and budget analysts quick and easy access to frequently used financial information. In the past, NATURAL ad hoc queries, online queries and hard copy reports have been the primary methods of obtaining financial information. These methods have become very expensive and cumbersome to use. FAFQ! is intended to overcome these costly methods and still provide the user with the financial data in an accurate and timely manner.

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## 1.2. Data Source

FAFQ! utilizes the Departmental Accounting and Financial Information System (DAFIS) daily batch control file (BCF). This file contains all transactions entered into DAFIS on a given day. FAFQ! is updated each morning with all successfully processed transactions from the previous day. All data is stored and retrieved from the DAFIS Management Information System (MIR) data warehouse which is a group of Oracle databases.

The TNSNAMES.ORA file must be set up to point to the proper Oracle database. The System Identification (SIDs) for the three databases are:

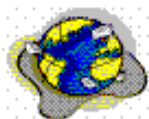
- DW19 - Federal Aviation Administration (FAA)
- DW29 - United States Coast Guard (CG)
- CRFT - All other Department of Transportation (DOT) agencies

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## 1.3. Requirements

### a. User

- To use FAFQ!, it is assumed the user is familiar with Windows functionality, can use a mouse, is connected to the users Local Area Network (LAN) and has good working knowledge of the DAFIS accounting classification string (ACS), document types, etc.
- If more information is required, please consult the software manuals and DAFIS User Guide. The DAFIS User Guide as well as the DAFIS Management Information Reporting / Data Warehouse (MIR / DW) User Guide are available on the AMZ Web Site,



URL Address: <http://www.amz.jccbi.gov>

### b. Personal Computer

Users must have a personal computer with the following *minimum* requirements:

#### Hardware

- CPU - 80486
- Memory (RAM) - 8Mb, 16 Recommended
- Hard Disk Space Available - 25Mb

#### Software:

- Microsoft Windows 3.1
- \*Oracle SQL\*Net (TCP/IP) 2.0
- \*Developer/2000 Forms 4.5 Runtime
- \*Oracle System Support Files
- \*Graphical User Interface (GUI) Common Files

#### Network:

- Network connection with TCP/IP

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\* Installed during FAFQ! setup procedures

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## 1.4. Security

User access at each Administration is based on DAFIS Mainframe security and each user must, at the very least, have DAFIS inquiry access as approved by their DAFIS Security Officer.

Passwords must be six to eight characters, cannot be the same as the User ID (User Name), and must be changed every 90 days. If a user tries to logon unsuccessfully three consecutive times, his/her user privileges will be revoked. If this situation occurs, call technical support.

Computers used to conduct DAFIS transactions are covered by DOT and other federal regulations. The Department of Transportation is responsible for the proper protection and integrity of all data that is stored on databases within its custody, whether it is sensitive data, privacy data, or any other data necessary for the accomplishment of the DOT mission.

Only authorized persons may use the FAFQ! system. All user activity is subject to recording and audit. System use constitutes consent to such recording and audit. All unauthorized entries or activities revealed by such audit can be used as evidence and may lead to criminal prosecution or disciplinary action.

# Chapter 2 - FAFQ! Concepts

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## 2.1. Performing Queries

### a. Entry Requirements

All FAFQ! queries (except for vendor payments) are performed from the same basic selection criteria screens. Allowable entry areas on these screens are identified by darkened fields; areas in which query data cannot be entered are 'grayed out.'

All queries rely upon the Accounting Classification String (ACS) to retrieve the appropriate financial information. Agency and region codes are mandatory fields while all other fields are optional entry items - even if they are not 'grayed out'. In the document query document type and document fiscal year are mandatory but may include 'wild cards'.

### b. Program and Menu Navigation

Each program screen has easy to use 'buttons' to press for navigational purposes. They are all labeled and should be self explanatory. In addition to the buttons, a drop down menu bar is available to navigate throughout the FAFQ! program.

### c. Drop Down List Boxes

If the user is unsure of what can be entered into a field, the mouse pointer can be placed inside the item in question and double clicked. This will bring up a selection box containing values that can be entered into that particular field.



## d. 'Wild Card' Selections

Users can utilize the 'wild card' characters '\_' (underline) for one missing character or '%' (percent sign) for more than one missing character if data to be retrieved is to include any value after the initial entry into that field. For example, if a user wants to query all records in Agency 1, Region A that have an appropriation code of 601, a limitation of 0 and an allotment fund control beginning with 15, the user would enter *Agency='1', Region='A' Approp Code = '601', Lim = '0', AFC = '15\_'*. This would return all ALCs beginning with 15 for Agency 1, Region A, appropriation code 601, limitation 0.

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**NOTE: Data should be entered in as many fields as possible to speed up query and narrow results set.**

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## e. Scrolling on Result Screens

If more records than can be displayed on one screen are returned for any query, the scroll bars will become active and users will be able to scroll as needed.

## f. Current Record Selection for 'Drill Down'

FAFQ! has the built-in ability on some queries to 'drill down' to lower levels of detail for the currently selected or active item. The current or active record will always be darkened (highlighted) on the screen - usually green with yellow text. To make another record on the screen become the current record, simply click on that record and it will become the current record. A record must be highlighted to 'drill down' to lower detail levels for that item.

## g. Date and Time on Query Result Screens

The 'As of Date and Time' is displayed on each FAFQ! result screen so users will know when data was last updated. Pay special attention to the time that is displayed. Most of the time it will be approximately 2:00 a.m. of the current day. This indicates the data is current through the previous business day.

## h. When Items Turn Red

When items turn red in FAFQ!, this means the item can be selected by clicking or double clicking the left mouse button while positioned over that item. This will provide additional information about that item or activate the item.

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## 2.2. Query Descriptions

The FAFQ! Main Menu is divided into four areas -

- Allotments
- Documents
- Fund Use
- Vendor

Query names are listed below these area headings and are described below.

### a. Allotments

*Quarterly Totals by Accounting Class* - Summarizes by quarter the allotment amounts issued by agency/region appropriation/limitation/allotment. Also, total obligation amounts are subtracted from total allotments to arrive at the unobligated allotment balance.

### b. Fund Use

*Totals by Accounting Class* - Summarizes and displays commitment, undelivered orders (UDO), accrued expenditures unpaid (AEU), expenditures (EXPND) and total obligation amounts for the given selection criteria.

*Accounting Class List* - Probably the most versatile in FAFQ!, this query will list all unique accounting class items at the summary level for the given selection criteria. Fund use and total obligation amounts are summarized for each summary item. This query allows users to 'drill down' from the active summary item to the document level and then to the transaction level as entered into DAFIS. This query also allows date sensitive queries for a specified date range.

*Totals by Object Class Major* - Summarizes and groups total obligations and record counts by Object Class Major. Also displays grand total obligations and total records. Naturally, this option will exclude accounting strings without an object class.

### c. Documents

*List Obligations by ACS and Document (Doc) ID* - This query starts at the document level for the given selection criteria. It allows for the entry of a DAFIS Doc ID to display, for example, all purchase orders, travel documents, etc. This query also allows users to 'drill down' from the active document item to the transaction level as entered into DAFIS. Document type and document fiscal year are required but may be replaced by the 'wild cards' '%' or '\_'.

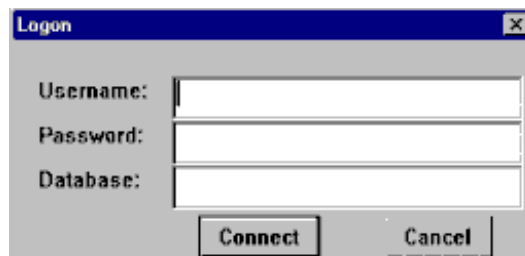
### d. Vendor


*Payments* - Provides payment information for the given selection criteria. Selection criteria can be by ACS, vendor name, invoice number, DAFIS User ID, etc.

# Chapter 3 - Logon Procedures

## 3.1. Accessing Facts and Figures Quick!

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	Double-click on the Facts and Figures Quick! icon. The icon for this program is not standard. Some PCs may have a dollar sign or a favorite icon.	The <i>Logon</i> dialog box is displayed as illustrated in the example below.

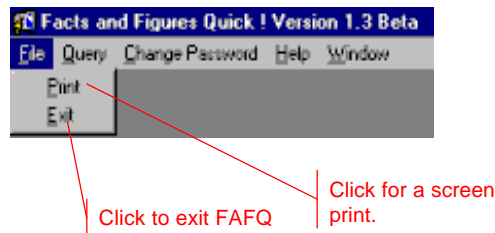


STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step2	Enter the correct <i>Username</i> and <i>Password</i> . In the <i>Database</i> field enter the following System Identification (SID) as applicable: For FAA: DW19.world For CG: DW29.world For all other agencies: crft.world  or press <b>Enter</b> .	The FAFQ! Program will start by displaying the <i>FAFQ! Main Menu</i> screen illustrated below.  The SID will be based on whatever database identifier is stored in the TNSNAMES.ORA file.
Step 3	On the <i>Main Menu</i> screen, click on the button to the left of the query to be initiated. The user may also click on the text after it has turned red.	Examples and capabilities of all available queries are shown in Chapter 4, <i>Query Examples</i> .

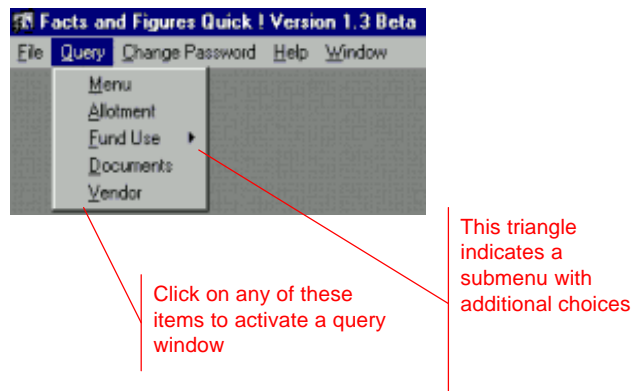


## 3.2. The Menu Bar

The Facts and Figures Quick! menu bar is very similar to those in any windows application.



NOTE: For more information see Section 5.3. Printing.





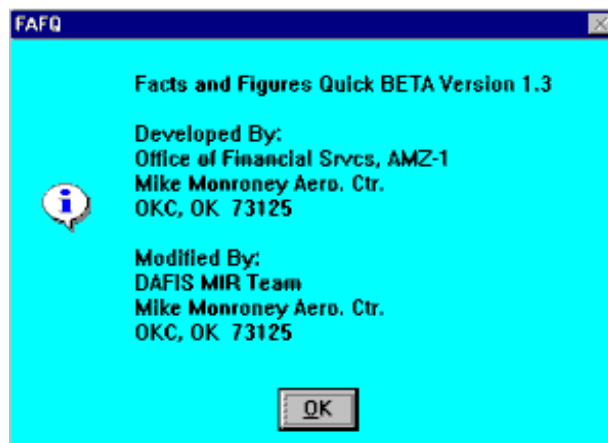
Click here to change your password

Type your new password. It must have 6 to 8 alpha numeric characters

Type your new password again to ensure you have not made a typographical error



Click here to see information about the System Administrator








Use these items as you  
would in any windows  
application

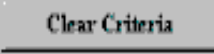

# Chapter 4 - Query Examples

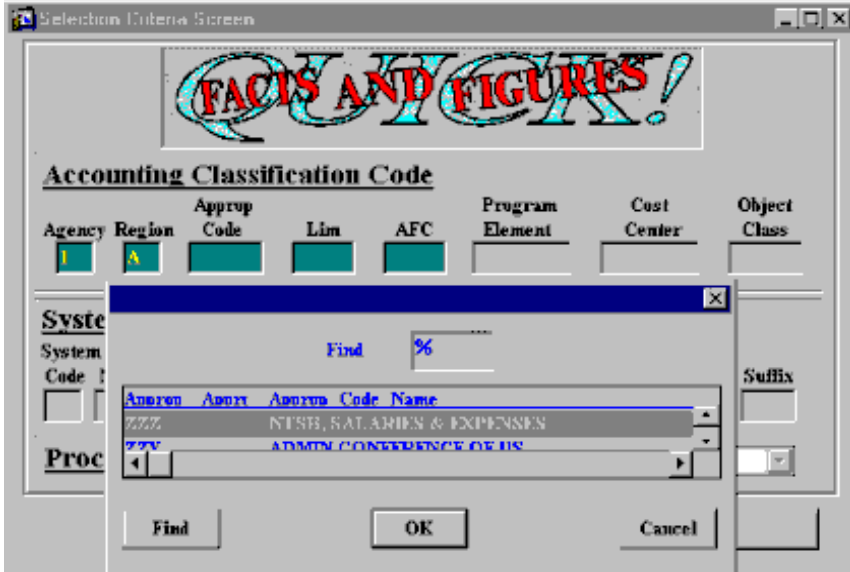
## 4.1. Allotments - Quarterly Totals by Accounting Class

### a. Selection Criteria

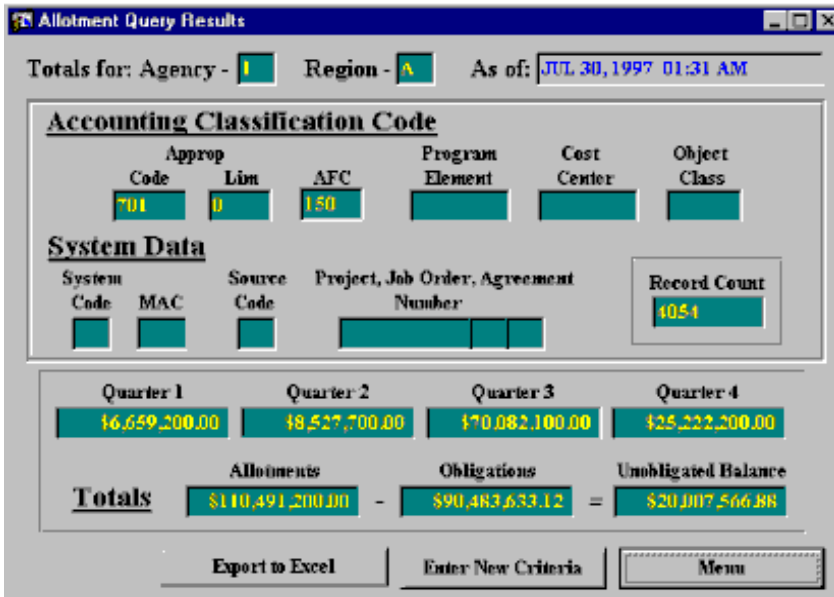
This query is performed using agency, region, appropriation code, limitation, and allotment fund control data.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Allotments</i> , click on the button to the left of <i>Quarterly Totals by Accounting Class</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' or '_' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> and <i>AFC</i> fields. Click  .	The selection criteria is complete for this example query.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 7 (optional)	Click on  to refresh the <i>Selection Criteria</i> screen or  to return to the <i>Main Menu</i> .	





## b. Query Results






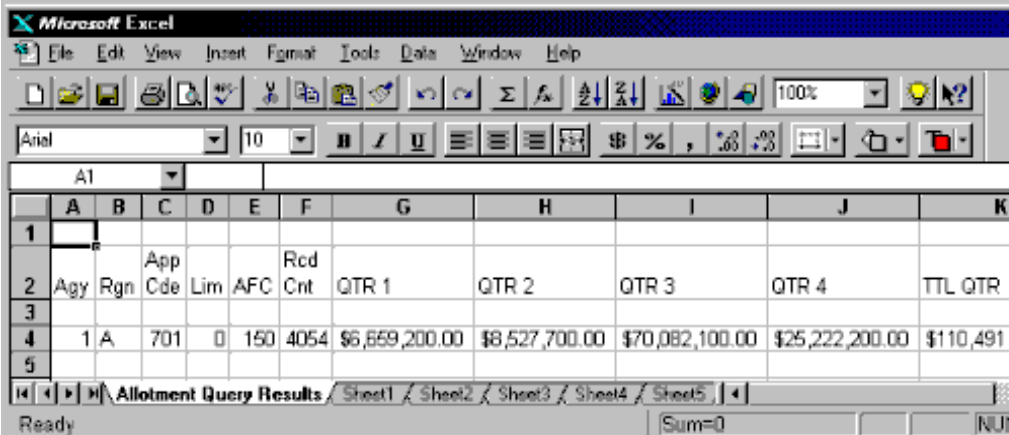
Quarterly allotment results are shown above for the displayed selection criteria. Allotments are summarized by quarter and totaled. Total allotments minus total obligations equal the unobligated balance.

This information may be copied onto a worksheet in Microsoft Excel (see Copy to Microsoft Excel below). If information is not to be copied to Microsoft Excel use the following steps:

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step1	To return to the <i>Selection Criteria</i> screen, click on  To return to the <i>Main Menu</i> click  .	The <i>Selection Criteria</i> screen appears and new query data may be entered.

### c. Copy to Microsoft Excel

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	To copy data from the <i>Allotment Query Results</i> to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear as shown below. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.



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## 4.2. Fund Use

### a. Totals by Accounting Class

#### (1) Selection Criteria



This query is performed using agency, region, appropriation code, limitation, and allotment fund control, program element, cost center and object class data. **In this example, please note the selection criteria used for Cost Center and Object Class.** This will query the database for any Cost Center items beginning with '12' and any Object Class items beginning with a '2.' This is because a 'wild card' character (%) was used in the selection criteria. The 'wild card' character '\_' may be used to replace just one character. When using 'wild cards', for items to be selected, they must still meet the other criteria as entered on the selection criteria screen.




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**NOTE:** In this example, the *System Data* fields were left blank but, they can be used to query reimbursable agreement, job order numbers, etc. if that data is applicable to the query. Because these fields are available for data entry, they are not grayed out.

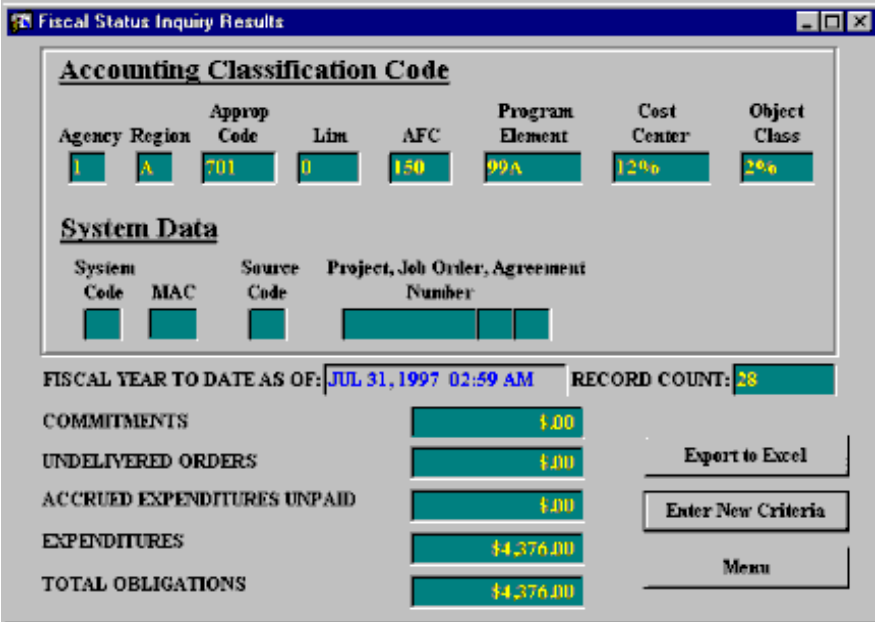
Examples are performed for specific criteria and may not use all selection criteria available.

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STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Fund Use</i> , click on the button to the left of <i>Totals by Accounting Class</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> , <i>AFC</i> , <i>Program Element</i> , <i>Cost Center</i> , and <i>Object Class</i> fields.  Click  .	In this example the cost center major and the 'wild card' character '%' have been used in the <i>Cost Center</i> field and the first digit of the object class and the '%' have been entered in the <i>Object Class</i> field. The 'wild card' character '_' may be used to replace just one character.
Step 7 (optional)	Click on  to refresh the <i>Selection Criteria</i> screen or  to return to the <i>Main Menu</i> .	

## (2) Query Results



**Fiscal Status Inquiry Results**

Accounting Classification Code

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	701	0	150	99A	12%	2%

System Data




System Code	MAC	Source Code	Project, Job Order, Agreement Number

FISCAL YEAR TO DATE AS OF: JUL 31, 1997 02:59 AM      RECORD COUNT: 28

COMMITMENTS	\$00
UNDELIVERED ORDERS	\$00
ACCRUED EXPENDITURES UNPAID	\$00
EXPENDITURES	\$4,376.00
TOTAL OBLIGATIONS	\$4,376.00

Export to Excel  
Enter New Criteria  
Menu

Totals by accounting class are shown above for the cost center major '12' and all object classes beginning with '2'. Commitment, UDO, AEU, and EXPND are summarized and shown. Total obligations equal UDO+AEU+EXPND.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	<p>To copy data from the <i>Allotment Query Results</i> to a worksheet in Microsoft Excel click on . (See Section 5.4. Program Errors/Technical Support).</p> <p>To return to the <i>Selection Criteria</i> screen, click on .</p> <p>To return to the <i>Main Menu</i> click .</p>	<p>The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.</p> <p>The <i>Selection Criteria</i> screen appears and new query data may be entered.</p>

## b. Accounting Class List


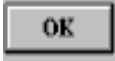

### (1) *Selection Criteria*

In this example the accounting classification string through the program element is entered. All queried result records will be returned for any cost center and any object class in program element '811' as long as the records meet all criteria as entered.

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**NOTE:** In this example, the *Cost Center*, *Object Class* and *System Data fields* were left blank but, they can be used to further define the query if that data is applicable. Because these fields are available for data entry, they are not grayed out.

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STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Fund Use</i> click on the button to the left of <i>Accounting Class List</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> , <i>AFC</i> , and <i>Program Element</i> fields.	
Step 7	There are two scroll boxes in the <i>Process Date</i> field. Click the down arrow in each box to view other months. Select the appropriate dates for the period you wish to query.  Click  .	Months from July 1995 to present are available for query.

**Selection Criteria Screen**

**FACTS AND FIGURES!**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	701	0	150	811		

**System Data**

System Code	Source MAC	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix

**Process Date** From: July 1995 To: August 1997

Clear Criteria Menu OK

## (2) Query Results

**Fiscal Status Inquiry Results**

Fund Status List for: Agency - 1 Region - A As of: AUG 07, 1997 12:13 AM

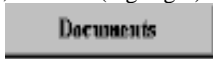

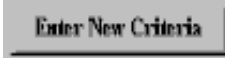

Accounting Classification Code				System Data							
Code	Lim	AFC		System Code	Source MAC	Code	Project, Job Order, Agreement Number				
701	0	150									
Program Element	Cost Center	Object Class	Commit	UDO	AEU	EXP	Total Obligations				
811	1380	1111	\$0.00	\$0.00	\$78,064.86	\$535,468.02	\$613,532.88				
811	1380	1151	\$0.00	\$0.00	\$2,245.41	\$15,480.00	\$17,725.41				
811	1380	1154	\$0.00	\$0.00	\$0.00	\$243.93	\$243.93				
811	1380	115H	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00				
811	1380	1219	\$0.00	\$0.00	\$2,796.21	\$18,274.33	\$21,070.54				
811	1380	121A	\$0.00	\$0.00	\$176.10	\$1,209.70	\$1,385.80				
811	1380	121B	\$0.00	\$0.00	\$3,773.82	\$27,679.23	\$31,453.05				

Export to Excel Documents Enter new criteria Menu

Use the scroll bar to see all the query results

Click here to see all documents for the highlighted item

Query results show program element '811' with all cost center and object class combinations. Money totals are displayed in the appropriate columns for each unique ACS.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To view all documents for any ACS in the query, click on (highlight) that line and click  .	All documents with this unique ACS will appear as shown below. This process is also referred to as 'drilling down' to the document level.
Step 2	To copy data from the <i>Allotment Query Results</i> to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).  To return to the <i>Selection Criteria</i> screen, click on  .  To return to the <i>Main Menu</i> click  .	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.  The <i>Selection Criteria</i> screen appears and new query data may be entered.

**Document Query Results**

Documents for: Agency - **1** Region - **A** As of: **AUG 07, 1997 12:13 AM**

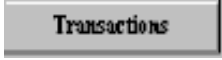



Accounting Classification Code						System Data			
Approp	Program	Cost	Object	System	Source	Project, Job Order,			
Code	Lim	AFC	Element	Center	Code	MAC	Code	Agreement Number	
701	0	150	811	1380	1111				

Document				Commit	UDO	AEU	Expend	Total Obligation
Type/FY	Number	Suffix						
71	97	04M000355	000	\$00	\$00	\$00	\$00	\$00
71	97	05A000345	000	\$00	\$00	\$00	\$00	\$00
71	97	05M000370	000	\$00	\$00	\$00	\$00	\$00
71	97	06A000355	000	\$00	\$00	\$00	\$00	\$00
71	97	06M000378	000	\$00	\$00	\$00	\$00	\$00
71	97	07A000363	000	\$00	\$00	\$00	\$00	\$00
71	97	07M000381	000	\$00	\$00	\$00	\$00	\$00
71	97	08A000371	000	\$00	\$00	\$00	\$00	\$00

Export to Excel    Fund Status List    Transactions    Menu

Use the scroll bar to view all the documents

Click here to view all transactions within the highlighted document

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To view all transactions for any document in the query, click on (highlight) that line and click 	Transactions within the unique document will appear as shown below. This process is also referred to as 'drilling down' to the transaction level.
Step 2 (optional)	To copy data to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.
Step 3	To return to the original query on the <i>Fiscal Status Inquiry Results</i> screen, click on  To return to the <i>Main Menu</i> click 	Different ACS level data may be selected for viewing.

**Transaction Query Results**

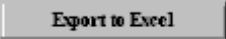

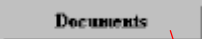

Transactions for: Agency - **1** Region - **A** As of: **AUG 10, 1997 04:40 PM**

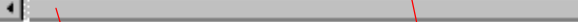
Accounting Classification Code							System Data			Document		
Approp Code	Program Lin	Cost AFC	Object Element	Center	Class		System Code	Source MAC	Project, Job Order, Agreement Number	Type	Year	Num
701	0	150	811	1380	121L					71	97	04M00

Input Age/Rgn	Process Date	Transaction Code / Status	Batch ID	Amount	Document Reference	Commitment	UndeL
1 A	03 APR 97	70	97093AM04	\$3,635.59		\$0.00	
1 A	19 APR 97	70 2	97112AR08	\$3,635.59		\$0.00	



Count: 2      <List>

Use the scroll bar to move to the right to view additional information

Click here to return to the original query at ACS level

Click here to return to the query at the document level





rel ite	Schedule	Effecti Date
		20-DEC-
	GAB6043	20-DEC-
	GAB6043	20-DEC-
	GAB6371	10-MAY-
	GAB6371	10-MAY-

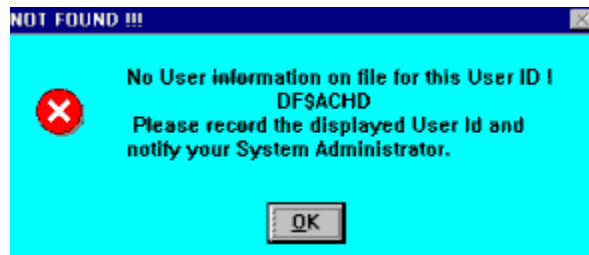
For more information concerning this item,  
Please contact the following person:

User ID	Routing Symbol
DF\$ACHD	AMZ-110
First: SAM Q.	
Last: WHITE	
Phone: (405) 939-5555	
OK	

User ID
DF\$ACHD
DF\$ACHD
DF\$ACHD
DF\$ACHD
DF\$ACHD

Count: \*1      <List>

If no user information is on file the following message will appear:




---

**NOTE:** System Administrator contact information may be found by clicking *Help* on the menu bar, then clicking *About* or see *Section 5.4 Program Errors/Technical Support*.

---

## c. Totals by Object Class Major

### (1) Selection Criteria




The object class major is the basis for this query. The object class is totaled based on the first two digits of the object class.

---

**NOTE:** In this example, the *Cost Center*, *Object Class* and *System Data* fields were left blank but, they can be used to further define the query if that data is applicable. Because these fields are available for data entry, they are not grayed out.

Examples are performed for specific criteria and may not use all selection criteria available.

---

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Fund Use</i> click on the button to the left of <i>Totals by Object Class Major</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> , <i>AFC</i> , and <i>Program Element</i> fields.	
Step 7	There are two scroll boxes in the <i>Process Date</i> field. Click the down arrow in each box to view other months. Select the appropriate dates for the period you wish to query.  Click  .	Months from July 1995 to present are available for query.

**Selection Criteria Screen**

**FACIS AND FIGURES!**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	701	0	150	99A		

**System Data**

System Code	Source MAC Code	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix

**Process Date** From: October 1996 To: August 1997

Clear Criteria Menu OK

## (2) Query Results

**Major Object Class Query Result**

Totals for: Agency - 1 Region - A As of: AUG 12, 1997 12:40 AM

**Accounting Classification Code**

Approp Code	Lim	AFC	Program Element	Cost Center
701	0	150	99A	




**System Data**

System Code	Source MAC Code	Project, Job Order, Agreement Number

Object Class Major	Object Class Name	Obligation Total	Record Count
11	PERSONNEL COMPENSAT	\$140,982.56	114
12	PERSONNEL BENEFITS	\$30,559.21	576
13	BENEF FOR FORMER PERS	\$6,441.48	4
21	TRAVL & TRANS OF PERS	\$1,034.29	327
22	TRANSPORT OF THINGS	\$0.00	0
23	RENT, COMM & UTILIT	\$0.00	0
24	PRINTING & REPRODUCTN	\$0.00	0
25	OTHER SERVICES	\$4,842,221.01	59
Grand Totals		\$5,021,238.55	1099

Export to Excel Enter New Criteria Menu

Use the scroll bar to view all query results.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To copy data from the <i>Major Object Class Query Results</i> to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.
Step 2	To return to the <i>Selection Criteria</i> screen, click on   To return to the <i>Main Menu</i> click  .	The <i>Selection Criteria</i> screen appears and new query data may be entered.




## 4.3. Documents - List Obligations by ACS and Doc-ID

### a. Selection Criteria

In this example criteria is entered to query all fiscal year 1997 purchase orders on file.

**NOTE:** In this example, the *Cost Center*, *Object Class* and *System Data* fields were left blank but, they can be used to further define the query if that data is applicable. Because these fields are available for data entry, they are not grayed out.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Documents</i> click on the button to the left of <i>List Obligations y ACS and Doc ID</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> , <i>AFC</i> , and <i>Program Element</i> fields.	
Step 7	Place the cursor in the <i>Document ID</i> , <i>Type</i> field and enter the appropriate Document Type and Year.	
Step 8	There are two scroll boxes in the <i>Process Date</i> field. Click the down arrow in each box to view other months. Select the appropriate dates for the period you wish to query.  Click  .	Months from July 1995 to present are available for query.

## b. Query Results

**Document Query Results**

Documents for: Agency - **I** Region - **A** As of: **SEP 10, 1997 01:06 AM**

Accounting Classification Code						System Data			
Approp	Program	Cost	Object	System	Source	Project	Job Order	Code	MAC Code
Code	Line	AFC	Element	Center	Code	MAC Code	Agreement Number		
701	0	150	811	804101	2534				

Document			Commit	UDO	AEU	Expend	Total Obligation
Type/FY	Number	Suffix					
23	97	A*FMK001	000	\$00	\$00	\$00	\$243,760.00
23	97	A97F00004	000	\$00	\$1,245.00	\$00	\$1,255.00
23	97	A97F00009	000	\$00	\$5,000.00	\$00	\$5,000.00
23	97	A97F00029	000	\$00	\$158.60	\$00	\$33,844.60
23	97	A97F52025	000	\$00	\$00	\$00	\$10,480.00
23	97	A97F70016	000	\$00	\$38,082.54	\$00	\$32,960.70
RECORD COUNT:			389	\$00	\$1,250,093.90	\$00	\$3,356,245.52

Export to Excel    Enter New Criteria    Transactions    Menu

Use the scroll bar to view all query results.

Number of records that meet the criteria for this query.

The totals at the bottom of each column are the totals of all records found for this query.

Click here to view all transactions within the highlighted document.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To copy data from the <i>Document Query Results</i> to a worksheet in Microsoft Excel click on <div>Export to Excel</div> (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.
Step 2	To view transactions within one of the listed documents highlight the document number and click <div>Transactions</div> To return to the <i>Selection Criteria</i> screen, click on <div>Enter New Criteria</div> To return to the <i>Main Menu</i> click <div>Menu</div>	The Transaction Query Results screen appears.  The <i>Selection Criteria</i> screen appears and new query data may be entered.

**Transaction Query Results**

Transactions for: Agency - 1 Region - A As of: SEP 10, 1997 01:06 AM





Accounting Classification Code						System Data				Document		
Approp Code	Lib	AFC	Program Element	Cost Center	Object Class	System Code	Source MAC Code	Project, Job Order, Agreement Number	Type	Year	Number	Suffix
701	D	150	81C	8092	2534				23	97	A7FMK001	000

Input Agg/Rgn	Process Date	Transaction Code / Status	Batch ID	Amount	Document Reference	Commitment	Undel. Order	Expense
1 A	22-OCT-96	51	96296A389	\$77,136.00		\$ .00	\$77,136.00	
1 A	31-DEC-96	51	1 96366A037	\$77,136.00		\$ .00	\$77,136.00	
1 A	31-DEC-96	51	2 96366A037	\$77,136.00		\$ .00	<\$77,136.00>	
1 A	03-JAN-97	51	1 97003A388	\$77,136.00		\$ .00	\$77,136.00	
1 A	08-JAN-97	51	1 97008A389	\$89,488.00		\$ .00	\$89,488.00	
1 A	04-MAR-97	51	1 97063A0T3	\$243,760.00		\$ .00	\$243,760.00	
1 A	04-MAR-97	51	2 97063A0T3	\$243,760.00		\$ .00	<\$243,760.00>	
1 A	25-APR-97	102 F	97115A388	\$243,760.00		\$ .00	<\$243,760.00>	

Export to Excel   Enter New Criteria   Documents   Menu

Use the scroll bar to move to the right to view additional information.

Click here to return to the original query at the document level.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To copy data from the <i>Transaction Query Results</i> screen to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.
Step 2	To return to the original query at the document level click  . To return to the <i>Selection Criteria</i> screen, click on  . To return to the <i>Main Menu</i> click  .	The <i>Document Query Results</i> screen appears.  The <i>Selection Criteria</i> screen appears and new query data may be entered.

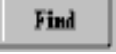





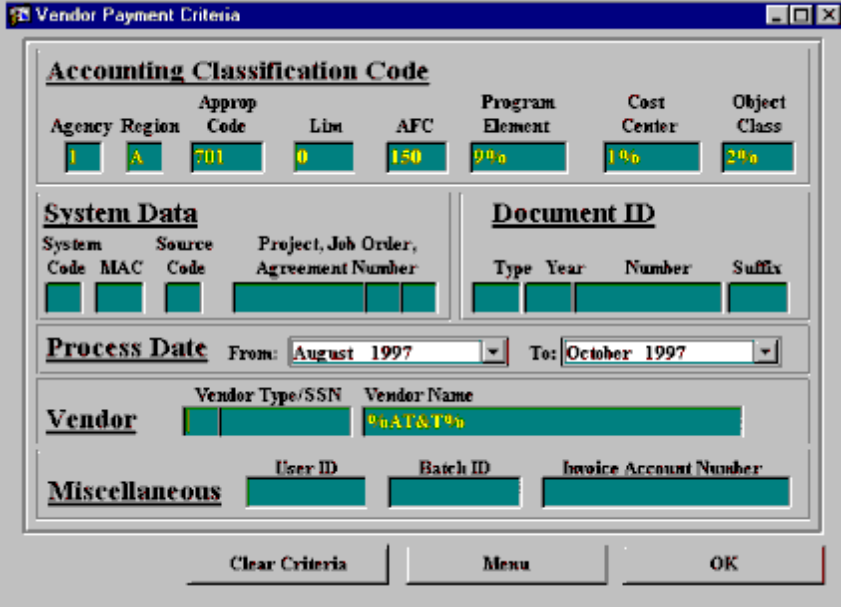
## 4.4. Vendor - Payments

### a. Selection Criteria

In this example the accounting classification, fiscal year and vendor name are entered. The 'wild card' character '%' is used to query all program elements beginning with 9, all cost centers beginning with 1, and vendor names with any text before or after 'AT&T'. Other data may be entered to narrow the search criteria.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1	On the <i>Main Menu</i> screen under <i>Vendor</i> click on the button to the left of <i>Payments</i> .	The <i>Selection Criteria</i> screen appears.
Step 2	Place the cursor in the <i>Agency</i> field and enter the appropriate agency code and region code.	The cursor will automatically move to the <i>Region</i> field after the agency code has been entered.
Step 3	Enter an appropriation code or double click within the <i>Approp Code</i> field to generate a drop down list box.	Scroll bars are available within the drop down list box that may be used to move through the list.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 4 (optional)	For ease and timeliness in finding the appropriate data, the beginning letter or number or the entire appropriation code may be entered in the <i>Find</i> field. Highlight the '%' character before entering data, enter data and click 	That portion of the list including those letters or numbers will appear in the list box.
Step 5 (optional)	Select an appropriation code and click  in the drop down menu box.	The appropriation code will appear in the <i>Approp Code</i> field.
Step 6	Repeat Steps 3, 4, and 5 for the <i>Lim</i> , <i>AFC</i> , and <i>Program Element</i> , <i>Cost Center</i> , and <i>Object Class</i> fields.	
Step 7	Place the cursor in the <i>Document ID</i> , <i>Year</i> field and enter the appropriate year.	
Step 8	There are two scroll boxes in the <i>Process Date</i> field. Click the down arrow in each box to view other months. Select the appropriate dates for the period you wish to query.	Months from July 1995 to present are available for query.
Step 9	Place cursor in the <i>Vendor Name</i> field and enter the vendor name.  Click  .	



**Vendor Payment Criteria**

Accounting Classification Code

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	701	0	150	999	100	200

System Data

System Code	MAC	Source Code	Project, Job Order, Agreement Number

Document ID

Type	Year	Number	Suffix

Process Date From: August 1997 To: October 1997

Vendor

Vendor Type/SSN	Vendor Name
	QuAT&Tm

Miscellaneous

User ID	Batch ID	Invoice Account Number

Clear Criteria Menu OK

### b. Query Results

Vendor Payment Statistics

Payment info for Agency - **1** Region - **A** As of: **OCT 23, 1997 04:06 AM**

**Accounting Classification**

Approp Code	Lin	AFC	Program Element	Cost Center	Object Class
<b>701</b>	<b>0</b>	<b>150</b>	<b>990</b>	<b>1300</b>	<b>233A</b>

**System Data**

System Code	Source MAC	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix
<b>23</b>	<b>97</b>	<b>A97P05072</b>	<b>001</b>

**Process Date** From: **01 AUG 97** To: **31 OCT 97**

Process Date	Batch ID	Invoice/Acct Number	Amount	User ID
<b>13-SEP-97</b>	<b>97256A263</b>	<b>405 823 8625</b>	<b>\$12.99</b>	<b>DF\$AEBG</b>
<b>23-SEP-97</b>	<b>97266A260</b>	<b>405 823 8625</b>	<b>\$12.99</b>	<b>DF\$AEBG</b>
<b>27-SEP-97</b>	<b>97270A260</b>	<b>405 823 8625</b>	<b>\$12.99</b>	<b>DF\$AEBG</b>

**Vendor Type/SSN** **3** **194961751**

**ACH Flag/Bank ID**

**Name/Address**

**AT&T WIRELESS SERVICES-CELLULAR O**




**PO BOX 78667**

**PHOENIX AZ 850628667**

**Bank Name/Address**

**Export to Excel** **Enter New Criteria** **Menu**

Use the scroll bar to view all query results.

STEP	WHAT YOU DO	COMMENTS/PROMPTS
Step 1 (optional)	To copy data from the <i>Vendor Payment Results</i> screen to a worksheet in Microsoft Excel click on  . (See Section 5.4. Program Errors/Technical Support).	The Microsoft Excel worksheet will appear. Data may then be sorted, rearranged, etc. as in any worksheet using Microsoft Excel commands.
Step 2	To return to the <i>Selection Criteria</i> screen, click on  To return to the <i>Main Menu</i> click  .	The <i>Selection Criteria</i> screen appears and new query data may be entered.

# Chapter 5 - Helpful Hints

---

## 5.1. Selection Criteria

- Selection criteria should contain as much information as possible. This will allow FAFQ! to quickly find the requested information.
- Drop down list boxes are available for ACS items only.

---

## 5.2. Slow Response Time

- If a small number of criteria items have been entered on the selection criteria screen, FAFQ! will search and summarize or return many records.
- Be patient and allow the query to finish. There may be no matching data for the selection criteria entered and FAFQ! is searching the entire database for matching items. If this is the case, when the query finishes a message, **No Records Found**, will be displayed. This message could also indicate that the user does not have access to that particular data. Double click in the *Region* field on the query screen to see what regions are authorized.
- If the query is not returned after 15 minutes have passed, call technical support. Technical support will cancel the query on the server. If this is done, the user must exit FAFQ! and restart the FAFQ! program.
- Network traffic could be at a peak. Try the query again at a later time.

---

## 5.3. Printing

- FAFQ! was designed to display output to the user's screen to avoid producing paper reports. However, FAFQ! supports screen capture prints by selecting *File, Print* from the menu bar in the FAFQ! program. This will produce a hard copy printout of the screen only.
- A print may also be obtained by pressing the **Print Screen** key. Open a favorite word processor (such as Microsoft Word) and select *Paste* from the *Edit* menu. A copy of the FAFQ! screen will be copied into the document which may be printed using the word processor's print commands.

---

## 5.4. Program Errors/Technical Support

Export to Excel

- In the event the button does not work, contact the local technical support person first. The problem may be caused by the way in which the program was loaded.
- If errors occur, please document error numbers, if available, or document exactly what was being done when the error occurred. Please contact technical support:

Sharon Ashpaugh	405-954-6117
Gary Walvoord	405-954-7660
Steve Grisham	405-954-8221
Martin Douglas	405-954-6125
Ricky Williams	405-954-6123

If one of the above is unavailable call:

Tina Carlson	405-954-7495
Keri Duenow	405-954-9022
Marcus Hamman	405-954-8222
Peggy Howard	405-954-4958
Angie Alltizer	405-954-6972
David Laughead	405-954-4957
FAX Number	405-954-4806

Or e-mail Gary Walvoord at the following address:

Gary\_Walvoord@mmacmail.jccbi.gov.

# Glossary of Terms

## Accounting Classification String (ACS)

Also referred to as Accounting Classification or Accounting Classification Code. The Accounting Classification String (ACS) is composed of 9 elements: agency, region/district, appropriation code, limitation, allotment fund control, allotment level indicator, program element, cost center, object class, and system data. System data is broken down into six additional fields, system code, MAC code, source code, project, job order and agreement number.

## Batch Control File (BCF)

Batches created during one business day are housed in this file until overnight processing is complete. Information from this file is stored in the data warehouse.

## Data Warehouse

Transaction level detail is the foundation of the FAFQ! database and has been used to populate the database. The DAFIS Batch Control File (BCF) is the only complete source of processed transaction level detail; therefore, it is the source of information. Details of all DAFIS processed transactions are stored in the data warehouse. The database is updated daily with data available for download and query.

## Drill Down

This term indicates going to the next information level within a query. For example, retrieving transaction or line item details within a particular document.

## System Identification (SIDs)

The database identifier stored in TNSNAMES.ORA file which specifies the proper Oracle database to be accessed. The SID is entered during logon to FAFQ!.

## Wild Card

A 'wild card' in Facts and Figures Quick! is the character '\_' (underline) which may represent one missing character or '%' (percent sign) to represent more than one missing character. It may be used in a query to retrieve all data within a particular data element.

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